



COMMUNITY AND SENIOR SERVICES TRANSFER OPPORTUNITY



RESTRICTED TO PERMANENT EMPLOYEES OF LOS ANGELES COUNTY

ACCOUNTANT II

The Department of Community and Senior Services (CSS) and its community partners are committed to the delivery of quality services to youth, adults and seniors that promote independence, dignity, choice and well-being. As part of this mission, CSS is dedicated to recruiting and retaining talent with exceptional organizational qualities and exceptional customer service skills.

Currently, CSS, Financial Management Division, Revenue Management Section is seeking a highly motivated and customer-service driven professional to serve as an Accountant II. The vacancy is located at 3175 W. Sixth Street, Los Angeles, CA 90020, with free parking available in an adjacent lot. The work location is also conveniently located near the Hollywood 101 freeway and the Redline Metro station.

ABOUT THE POSITION

The position reports directly to the Accountant III and has the responsibility for performing a variety of assignments. The typical examples of assigned duties include the following:

- Prepare deposit permits and follow up with the funding agencies on payments;
- Deposit checks and cash to the proper trust accounts;
- Ensure that revenue is recorded promptly;
- Prepare Journal Vouchers to post revenue corrections;
- Reconcile eCAPS daily to monitor Deposit Permits, Journal Vouchers, and Trust balances;
- Assist with year-end closings;
- Perform special projects.

DESIRABLE QUALIFICATIONS:

The ideal candidate will possess experience which demonstrates the ability to establish and maintain diplomatic relations with all levels of personnel within a County organization and with other stakeholders, as well as:

- Highly motivated individual with superb accounting skills;
- Ability to work independently and perform multiple tasks, with minimum instruction in a deadline-oriented environment;
- Strong organizational, analytical, interpersonal, written, and verbal communication skills;
- Knowledge of the County's Accounting and Budgeting and Fiscal Manual policies and procedures; and
- Experience with the County's eCAPS.

ADDITIONAL INFORMATION:

All prospective candidates are required to satisfy a background check prior to final appointment including Livescan fingerprinting, and personnel folder review.

POSITION REQUIREMENTS

Permanent County employees who hold the Los Angeles County payroll title of Accountant II are invited to submit their letter of interest along with a resume, copies of their last two performance evaluations, and two year's master time variance report by **Monday, April 14, 2014, 5:00 p.m. (PST)** to:

Gloria Juarez, Head Departmental Personnel Technician
3175 West Sixth Street, Room 404
Los Angeles, CA 90020
FAX (213) 480-0821
gjuarez@css.lacounty.gov

Resumes and supporting documentation will be reviewed in accordance with the desirable qualifications noted herein. Only the most qualified candidates, based on the information submitted, will be contacted for an interview. The interview will be used to determine the final selection.

THIS IS NOT A BULLETIN FOR A CIVIL SERVICE EXAMINATION